



City of Adelanto

Department of Public Works Engineering

Final Map Approval (FMAT) Tract Map Subdivisions

INSTRUCTIONS TO APPLICANT

A complete filing and processing of application as indicated herein is required to receive City Council approval for final map recordation as defined in the Subdivision Map Act (C.G.C. §66458).

The applicant must complete the attached form as indicated, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works Engineering.

- A) Application fee deposit of \$680 – Checks should be made payable to City of Adelanto. If the applicant does not meet all application deadlines or if rescheduling of the map is necessary, the applicant may be required to make additional fee deposits in \$85 increments.

Processing Costs: The City operates on the basis of full cost recovery for the processing of projects. Deposits made at the time of application are estimated costs for processing of applications; however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, the City will notify the Applicant and the processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

- B) Application Filing Date and Submittal of Additional Materials – In order to be scheduled for the City Council Agenda for a specific City Council Meeting (see Page 4), all prerequisites must be completed and a complete application must be filed by the **Filing Deadline** for the specific City Council Meeting. In order to remain on the City Council Agenda for a specific City Council Meeting for approval, all **Additional Submittal Items** (see Section D) must be filed with the Engineering Department by the **Additional Items Deadline** for the specific City Council Meeting, otherwise the map approval will be removed from the agenda and will not be rescheduled until such time that all additional materials have been filed with the Engineering Department. *Note: the appropriate time to file this application is when the Final Map and supporting Improvement Plans have completed City Engineer review and the Improvement Plans are ready for approval and the Final Map is found to be conforming to the conditionally approved tentative tract map and is ready for signatures and the after the Lighting and*

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Landscaping Maintenance District (LLMD) Annexation has been completed and a positive vote has been certified by the City Council .

C) Initial Submittal Items – In order to make a timely Final Map filing and a complete Application to request Final Map Approval for Recordation from the City Council, the following items must be received by the **Filing Deadline** date:

1. Complete application filled out with all requested information (Pages 5 -6).
2. Filing Fee Deposits.
3. Final Map Approval Application checklist initialed and signed by the applicant.
4. A Compact Disc (CD) containing the following digital information files:
 - a. A digital copy of the Final Map in “.pdf” file format.
 - b. A digital copy of the Final Map in AutoCAD file format.
 - c. A digital copy of all Improvement Plans in “.pdf” file format.
 - d. A digital copy of all Improvement Plans in AutoCAD file format.
 - e. A digital copy of the Engineer’s Cost Estimates for all conditioned improvements in the quantities specified on the approved Improvement Plans in Microsoft Excel file format.
 - f. Digital copies of legal descriptions and exhibit plats for all missing rights-of-way necessary to construct Tract Map related improvements or for legal access. *(If applicable)*
5. Complete a Right-Of-Way Dedication (RWD) Application for each missing rights-of-way necessary to construct tract map improvements. *(If applicable)*

D) Additional Submittal Items – After the applicant makes an initial Final Map Approval Application filing submittal, Staff shall review and process the application and then request Additional Submittal Items to make the Final Map Approval Application filing complete and the Final Map fully conforming to the tentative tract map. In order to make a timely Final Map filing and a complete Application to request Final Map Approval for Recordation from the City Council, the following items must be received by the **Additional Items Deadline** date:

1. The Subdivision Improvement Agreement, as prepared by City Staff, for the subject Final Map completely signed by the necessary applicant parties and notarized.

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2. Original Copies of all Surety Bonds in the amounts specified in the City Staff prepared Subdivision Improvement Agreement on the City provided Bond forms.

APPLICATION PROCESSING PROCEDURE – The following is the procedure for processing a Final Map Approval application:

1. The Subdivider submits a complete application prior to the **Filing Deadline**.
2. Within two weeks of the **Filing Deadline** date, Staff reviews the Application for completeness. If incomplete: Staff shall notify the applicant of the incomplete status. If complete: Staff shall review the Bond estimates; Staff shall prepare the Subdivision Improvement Agreement for the subject Tract Map with the information provided in the complete Application; Staff shall indicate in the Subdivision Improvement Agreement the required Bonds and Bond Amounts; and Staff shall tentatively schedule the Final Map for City Council Approval.
3. Within two weeks of the **Filing Deadline** date and one week prior to the **Additional Items Deadline** date, Staff shall provide the Subdivider with the Staff prepared Subdivision Improvement Agreement for the subject Tract Map which includes the required Bonds and Bond Amounts.
4. Prior to the **Additional Items Deadline** date, the Subdivider shall: then return the properly signed Staff prepared Subdivision Improvement Agreement for the subject Tract Map and submit the required Bonds. If the Subdivider fails to submit the Additional Items prior to the **Additional Items Deadline** date, Staff shall remove the Final Map Approval from the City Council Agenda and shall not reschedule the Final Map for City Council Approval until the next regularly scheduled City Council Meeting after the **Additional Items Deadline** date is met.
5. If the Subdivider submits the Additional Items prior to the **Additional Items Deadline** date, the Final Map shall go before the City Council for Approval to Record as a consent calendar item.
6. After the Final Map receives City Council Approval for Recordation and after the Mayor and City Clerk sign the Final Map and Subdivision Improvement Agreement for the subject Tract Map, Staff shall notify the Subdivider that the Final Map is ready for recordation by the Subdivider's Title Company.
7. The Subdivider's Title Company may then obtain the Final Map from the City and record the Map. The Final Map must be recorded within 24 month's or all approvals are voided.

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CASE NO. _____ DATE FILED _____

Total Fees Paid _____

Receipt No. _____

Name of Subdivider					
Name of Representative		Representative Phone			
Representative Email:					
Address					
City		State		Zip Code	

Requested City Council approval date***: _____

*** The Final Map may not approved at the same City Council Meeting as the LLMD Annexation Vote Certification, the Final Map must be approved at least one meeting after the City Council Certification of a positive vote for the LLMD Annexation.

Tentative Tract Map Number: _____ Phase: ____ of ____

Final Tract Map Number: _____

Initial and sign the following in the presence of City Staff:

_____ I have read the Applications and the Instructions and agree to comply with the requirements of the application.

_____ I have read the Filing Deadlines for the Applications and agree to comply with the requirements of the application.

_____ I have reviewed and read the applicants responses and submittal documents and I certify that all the responses are true and accurate.

Signature of Applicant: _____ Date: _____

Print Name: _____

<p>To be completed by Staff: _____</p> <p><input type="checkbox"/> Complete <input type="checkbox"/> Incomplete</p> <p>Signature: _____</p> <p>Date: _____</p>

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Subdivider's Responses:

1. Name and Address of Subdivider(s): [Use additional pages if necessary]

Attention:

Corporate Name:

Address:

Address:

2. Name and Address of Corporate Surety (if applicable): [Use additional pages if necessary]

Attention:

Corporate Name:

Address:

Address:

3. All Notices shall be sent to the Subdivider at: [Use additional pages if necessary]
(Entering "See above" or like shall be deemed incomplete.)

Attention:

Corporate Name:

Address:

Address:

4. The following are missing rights-of-way necessary to construct tract map improvements:
(A complete Right-Of-Way Dedication (RWD) Application for each missing rights-of-way
necessary to construct tract map improvements is required as part of this application.)

[Use additional pages if necessary]

<u>For Improvement & Type</u>	<u>From Assessor Parcel Number</u>	<u>Description</u>	<u>Area</u>
<i>Ex. Palmdale Road Improvements</i>	<i>3103-221-01</i>	<i>Northern 65 feet</i>	<i>21,450 squarefeet</i>

1.

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Subdivider's Checklist:

- _____ 1. The required information on Page 5 has been filled in and the appropriate places have been signed and initialed.
- _____ 2. The Subdivider's responses on Page 6 has been filled in with the appropriate responses.
- _____ 3. Filing Fee Deposits.
- _____ 4. A compact Disc (CD) containing the following digital information files:
 - _____ a. A digital copy of the Final Map in ".pdf" file format.
 - _____ b. A digital copy of the Final Map in AutoCAD file format.
 - _____ c. A digital copy of all Improvement Plans in ".pdf" file format.
 - _____ d. A digital copy of all Improvement Plans in AutoCAD file format.
 - _____ e. A digital copy of the Engineer's Cost Estimates for all conditioned improvements in the quantities specified on the approved Improvement Plans in Microsoft Excel file format.
- _____ 5. Landscaping Maintenance District (LLMD) Annexation. The Final Map may *not* approved at the same City Council Meeting as the LLMD Annexation Vote Certification, the Final Map must be approved at least one meeting after the City Council Certification of a positive vote for the LLMD Annexation:
 - _____ a. Annexation Application filed on: _____(mm/dd/yyyy).
 - _____ b. Application Case Number: _____(LLMD-# #-# #).
 - _____ c. Initial City Council approval to annex: _____(mm/dd/yyyy).
 - _____ d. City Council Annexation hearing closing and vote certification:
Resolution Number: _____ Date: _____(mm/dd/yyyy).
 - _____ e. Annexation Number: _____(yyyy-# #-#).

Project Engineer's Checklist: This item to be completed by the Subdivider's Project Engineer.

- _____ 6. Complete Right-Of-Way Dedication (RWD) Applications for each missing rights-of-way necessary to construct tract map improvements. *(If applicable)*
 - _____ a. Digital copies of legal descriptions and exhibit plats for all missing rights-of-way necessary to construct Tract Map related improvements or for legal access on CD. *(If applicable)*